



# PHEASANTS FOREVER & QUAIL FOREVER

## *The Habitat Organization*

### JOB VACANCY ANNOUNCEMENT

# Events Coordinator - Part Time

**Application Deadline:** November 21, 2023



DEPARTMENT: Corporate Relations

LOCATION: Negotiable. Preference given to candidate near our home office in St. Paul, MN.

REPORTS TO: Marketing Events Manager

**Description:** Pheasants Forever, Inc. and Quail Forever, a national wildlife habitat conservation organization, seeks a highly motivated individual to serve as part-time Events Coordinator. This position will provide a unique opportunity to join an effective team working on event coordination across the country. This position will focus upon meeting coordination and event logistics. The candidate will maintain a close relationship with other departments to develop and leverage relationships to streamline organizational meetings.

This position is part-time, in a home office environment. Projected hours per week will vary depending on the time of year. Approximately 15-20 hours per week with a possibility of more hours during the months of January through May. With demonstrated skills and results, the position will have the opportunity to take on a wide array of responsibilities and duties.

**WORK LOCATION:** Location is negotiable with preference given to candidate near our home office in St. Paul, MN.

#### RESPONSIBILITIES:

- National meeting and event services. Act as the liaison between contractors, organizers, speakers, and management to develop all facets of the activities (lodging, catering, transportation, workshop meeting rooms, name badges, etc.) for organizational needs and national events as directed by the Marketing Events Manager.
  - Employee team meetings
  - National Board of Directors meetings
  - Executive leadership meetings
  - State meetings
- National Pheasant Fest and Quail Classic event coordination assistance
  - Preplan and manage various meetings along with logistics for National Pheasant Fest & Quail Classic.
  - Send and track event correspondence with guests, sponsors, exhibitors, and meeting organizers.
  - Work Collaboratively with National Fundraising team on various tasks.
  - Monitor and integrate consistent messaging on website for up-to-date event information.
  - Contribute to the development of marketing materials.
- Perform other duties within the organization's events team portfolio
  - Lead the Silent Auction by taking photos, tracking bids, fulfillment as well as post event distribution.
  - Assist with annual online auctions and chapter promotions, as well as fulfill distribution of prizes.

- Obtain all assets needed to develop the marketing materials for each fundraising campaign.
- Spring 2024 support of the Corporate Partnerships & Product Development Coordinator role.

#### **QUALIFICATIONS:**

- B.S./B.A. in Marketing, Events, or related field.
- Excellent written and verbal communication skills
- Organized, detail-oriented, and hard-working with a proven track record working within a high-functioning team.
- Demonstrated ability to provide high-quality customer service experience.
- Demonstrated ability to produce accurate reports and summaries.
- Familiarity with Microsoft software packages including Word, Power Point and Excel. Ability to manage CRM databases.
- Demonstrated ability to work both independently and in a team approach to accomplish desired goals and outcomes.
- Ability to work out of a home office.
- Exceptional client service skills and enjoys working with people.
- Innovative and resourceful.
- High energy, positive, professional attitude.

#### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Primarily work from a home office, occasionally home office workdays.
- Overnight travel for conferences, national team and other staff meetings, Pheasant Fest, trade shows and other partner events 5% travel annually

**PAY RANGE:** \$20-25 per hour, depending upon qualifications and experience.

**TO APPLY:** Please combine your *cover letter, resume and 3 references* into a SINGLE Microsoft Word document or PDF file before uploading to the "Resume" section of your application on our Recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)

If you have questions about this position, please contact Lacey Anderson, Marketing & Events Manager, [landerson@pheasantsforever.org](mailto:landerson@pheasantsforever.org), or 651-209-4933.

*Pheasants Forever & Quail Forever are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*